

## Reinstatement FAQs

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**Q. I forgot to renew my license by April 30, 2016 and have continued working at my nursing job. May I have more time or set up a payment plan to pay my civil penalty for practicing without renewing my license?**

A fee is required as a part of the reinstatement process and also a civil penalty is required if you practiced nursing after your license lapsed. Your license can be reinstated after all fees and penalties are received.

**Q. What are my options if I practiced nursing after my license lapsed on April 30, 2016 and I do not wish to sign a consent agreement?**

You may request a disciplinary hearing.

**Q. Can my employer fax you information showing I did not practice on my lapsed license?**

Yes, your employer may fax/ send us a letter to 803-896-4515 verifying that you did not practice nursing after midnight, April 30, 2016. The letter should include your license number as well as your name as shown on your license. The Board can not accept any other documentation such as time records.

**Q. Can I pay and place my lapsed nursing license on inactive status now?**

No, the Nurse Practice Act, Section 40-33-41 requires that your nursing license be current and active to be placed on official inactive status.

**Q. I have a record of my payment for Inactive Status but it has not been updated on Licensee Lookup yet?**

This information is currently being updated in our records.

**Q. How often is the Licensee Lookup updated? Can I work before my new expiration date shows up on Licensee Lookup?**

Licensee Lookup is updated within three business days. This question would be one to discuss with your employer and your agency's legal counsel.

**Q. After reinstating my license which lapsed on April 30, 2016, will I receive a new license card that reflects my new expiration date?**

As of November 2009, the Board no longer issues license cards.

In *approximately 3 business days* after receipt of the licensure notification, Licensee Lookup at <https://verify.llronline.com/> will be updated.

**Q: Is Company XYZ accepted for the continuing education option?**

The Board does not approve individual continuing education courses. The Board accepts courses that are approved by organizations listed in the Competency Requirement Criteria (please refer to Section I of this document). The competency requirement can be found in §40-33-40 of the Nurse Practice Act under Laws/Policies or on the Competency Requirement for Licensure. This document as well as the Competency Requirement Criteria can be on the Board of Nursing website homepage.

**Q: What are my options to document continued competency?**

There are four options available in the Nurse Practice Act to document continued competency for renewal; *however*, not all options may be available for each nurse or in every employment/ practice setting. **Prior to choosing a continued competency option**, it is wise to verify that documentation of the option is available for you. The competency requirement for licensure can be found in Section 40-33-40 of the Nurse Practice Act - Chapter 33 under Laws/Policies as well as in the Competency Requirement for Licensure available on the Board of Nursing website homepage. Further explanation of the competency options can be found in the Competency Requirement Criteria also located on the Board of Nursing website homepage. This document includes lists of accepted continuing education approvers/ providers, certifying bodies and explanation of the completion of an academic program of study.

You are not required to send competency documentation to the Board. The Board conducts random continued competency audits throughout the year. Nurses chosen for audit will be sent a letter requesting submission of continued competency documentation within *five* business days of the request pursuant to §40-33-40(C) of the Nurse Practice Act.

**Q: Why have I not received my license card with a new expiration date?**

As of November 2009, the Board no longer issues license cards.

You may access information regarding your licensure status in one of two ways:

1. **SC Licensee Lookup** Go to <http://www.llr.state.sc.us/pol/nursing/>, click on Licensee Lookup and choose Nursing. As you enter information, it is recommended that you enter a portion of the nurse's name (or only the license number, no letters e.g. R or PR, etc.) along with the 3 character code only. You will be provided with the nurse's name, city and state, license number as well as license type, date issued/ expires, license status and whether the license is multi-state or single state.
2. Licensees now have the capability through LLR's website to download and print a wallet card *as a courtesy* after the license has been issued, reinstated, or renewed and appears on Licensee Lookup. The card can be printed from your printer. You need Adobe Reader installed on your PC to view and print the card. For best results, use card stock instead of copy paper to print a more durable card. To print a wallet card, go to <https://eservice.llr.sc.gov/SecurePortal/Login.aspx>. Click on "Print License Card" and follow instructions.

This information can also be viewed and printed by employers or the public. Licenses are renewed/ processed during the normal business hours of 8:30 a.m. - 5:00 p.m., Monday through Friday, except for designated state holidays.

**Q. How many hours do I have to work to use the employer certification option?**

There are no set number of hours a nurse must practice nursing to document continued competency for renewal. However, you must practice enough hours that your employer can verify your nursing competency. Not all employers will sign the Employer Certification form. Prior to choosing any continued competency option for renewal, it is wise to verify that the option is available for you.

**Q: Is Company XYZ accepted for the continuing education option?**

The Board does not approve individual continuing education courses. The Board accepts courses that are approved by organizations listed in the Competency Requirement Criteria (please refer to Section I of this document). The Competency Requirement can be found in §40-

33-40 of the Nurse Practice Act under Laws/Policies or on Board of Nursing (BON) website homepage. The Competency Requirement Criteria is also available on the BON website homepage.

**Q: What is the difference between CEU and Contact Hours?**

Continuing education hours, continuing education units, and contact hours are all methods of measuring education hours. Below is the breakdown from the American Nurse Credentialing Center (ANCC). Remember that continuing education hours must be approved by or provided by an organization on the Board's Competency Requirement Criteria (Section I) to be used for licensure/ renewal. Continuing education is just one of the four options available to you to document competency.

1 contact hour = 60 minutes

1 CME = 60 minutes or 1.0 contact hours

1 contact hour = 0.1 CEU

1 CEU = 10 contact hours

(Reference ANCC

**Q: Where can I find the Board-Approved Employer Certification form?**

The Employer Certification form approved by the Board for renewals can be found on the Board of Nursing (BON) website homepage at [www.llr.state.sc.us/pol/nursing](http://www.llr.state.sc.us/pol/nursing). It is also available under Applications/Forms on this website. *Nurses need to be sure that their employer can, by their policies, complete and sign the Board required form required to document practice hours prior to choosing this option or renewing their license. If they cannot, nurses may choose one of the other options.*

**Q: Are Continuing Education hours now mandated by the Board of Nursing?**

No, the Board of Nursing does not mandate continuing education hours. It is only one of the four options for continued competency now offered by the Board.

The Nurse Practice Act provides options for licensees to demonstrate continued competency for maintaining their licenses.

Both the competency requirement and the competency requirement criteria may be found on the Board's web site homepage and this information may be a helpful resource to you.

Our web site is [www.llr.state.sc.us/pol/nursing](http://www.llr.state.sc.us/pol/nursing). When the home page comes up, please choose the 2 listings Competency Requirement and Competency Requirement Criteria.

**Q: Do I have to send in all my continued competency paperwork?**

You are not required to send competency documentation to the Board. The Board conducts random continued competency audits throughout the year. Nurses chosen for audit will be sent a letter requesting submission of continued competency documentation within *five* business days of the request pursuant to §40-33-40(D) of the Nurse Practice Act.

**Q: Can I count taking one nursing course in school as a nursing program under option C of Section 40-33-40?**

No. The key word in this option is "completion". You must complete all the coursework for the nursing program before it can count toward your continued Competency Requirements. However, you may check Section I regarding nursing classes that you are taking towards an advanced degree in nursing.

**Q: What is a national nursing provider of continuing education?**

The Board accepts courses that are approved by organizations listed in the Competency Requirement Criteria (please refer to Section I of this document). The competency requirement can be found in §40-33-40 of the Nurse Practice Act under Laws/Policies or on Board of Nursing (BON) website homepage. The Competency Requirement Criteria is also available on the BON website homepage.

**Q: Does a nurse have to sign my employer verification form?**

It is understood that nurses have non-nursing employers or employers who have policies regarding who can sign this form. Someone other than a nurse may sign the form as long as they are able to verify the nursing competency for the individual nurse.

**Q: Will my debit card work for online payment?**

If your debit card has the Visa/MasterCard logo on it, it will work with the Board's system. Your credit card/ debit card number cannot be seen by our office, only by your bank.

**Q: I'm nervous about using my credit card online. How secure is your site?**

Our agency utilizes state-of-the-art security systems to protect our nurses' information.

**Q: I do not have a credit card. Is there another way for me to pay on-line?**

Yes. You will be given the option to pay by credit card or by electronic check.

**Q: How can I check a license?**

To check a nursing license, you may utilize one of or all of the following options:

SC Licensee Lookup Go to <http://www.llr.state.sc.us/pol/nursing/>, click on Licensee Lookup and choose Nursing. As you enter information, it is recommended that you enter a portion of the nurse's name (or only the license number, no letters e.g. R or PR, etc.) along with the 3 character code only. You will be provided with the nurse's name, city and state, license number as well as license type, date issued/ expires, license status and whether the license is multi-state or single state.

NURSYS QuickConfirm – go to <https://www.nursys.com/>

Click on QuickConfirm and follow instructions. You will be provided with the nurse's name, license type and number, licensure status, expiration date and disciplinary status.

**Q: What are my options to document competency for my APRN license?**

An APRN is required to hold a current specialty certification by a Board-approved credentialing organization for his/ her area of nursing practice to renew his/ her APRN license. Certification or re-certification must be current during the renewal period. A list of Board approved certifications is available at

<http://www.llr.state.sc.us/POL/Nursing/PDF/Board%20Approved%20Advanced%20Practice%20Certification%20Organizations.pdf>

You may check the status of your certification by going to Licensee Lookup on this website homepage. Certification renewals/ updates should be provided to the Board in an ongoing manner.

**Q: What do I need to do to maintain my APRN prescriptive authority?**  
**Renewal Requirements**

1. For renewal of prescriptive authority, twenty (20) contact hours of continuing education in pharmacotherapeutics related to the NP's, CNM's, or CNS's certification specialty must be obtained every two (2) years and documented upon Board request. For an NP, CNM, or CNS with controlled substance prescriptive authority, two (2) of the twenty (20) hours must be related to prescribing controlled substances. **Prior** to renewing your prescriptive authority in 2016, this continuing education must be *completed and documented* between May 1, 2014 and April 30, 2016.

2. The Board randomly audits renewal applications and, if requested, documentation of education in pharmacotherapeutics must be provided within the time specified in the request. Failure to timely comply will result in suspension of prescriptive authority and possible disciplinary action.

**Educational Requirements**

1. Contact hours may be obtained through courses taught in an approved program of study or through approved continuing education offerings.

2. For renewal applications, a maximum of fifteen percent (15%), or three (3) hours, may be obtained through approved alternative, natural, herbal or complementary pharmacotherapeutics education.

3. Renewal applicants selected for audit must provide the following evidence of pharmacotherapeutics education, as applicable:

a. Documentation of attendance either by official transcript or copies of certificates of continuing education attendance. Official transcripts must be sent directly from the educational institution to the Board of Nursing.

b. Documentation of continuing education approval by an authorized or accredited provider (i.e., national certifying organization, college or university, state regulatory body, national or state professional organization). It is the responsibility of the NP, CNM, or CNS to assure that the documentation includes the number of hours received in any particular session or course.

c. A description of course content which is applicable to the APRN's specialty area(s) of practice.